

VACANCY ANNOUNCEMENT

American Embassy Nouakchott

OPEN TO: US Citizen Eligible Family Members (AEFMs) – All Agencies
POSITION: Administrative Assistant (DCM's Secretary)
OPENING DATE: Sunday, April 20, 2008
CLOSING DATE: *Indefinite*
WORK HOURS: Full -time; 40 hours/week
SALARY: (available once FP grade is confirmed by Washington)

NOTE: ONLY ELIGIBLE FAMILY MEMBERS AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. AN AEFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED.

The U.S. Embassy in Nouakchott is seeking a U.S. Eligible Family Member (AEFM) for the position of Administrative Assistant (DCM's Secretary) in the Executive section.

BASIC FUNCTION OF POSITION:

The incumbent serves in the Executive Office, working directly with the Deputy Chief of Mission, and substituting for the Ambassador's Office Management Specialist as necessary. Major duties include information management, preparation of written materials, editing and proof reading of documents, drafting routine correspondence, sorting and safeguarding incoming correspondence, assisting the Mission's strategic performance plan, screening telephone calls, researching and responding to inquiries;

- Process/events management, including arranging meetings and appointments, making travel arrangements, preparing invitations and vouchers and providing liaison between the DCM and other offices.

- Acting as Embassy representative in receiving and escorting visitors.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact Anna Fall or Mira Hankins at 525-2660, on extension 4534/4488, if needed.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1). Must be a U.S. citizen with a secret clearance or ability to obtain one.
- 2). Bachelor Degree or Equivalent.
- 3). Level of English required: S/5 and R/5; French 2/2 and/or Arabic 1/0 or higher.
- 4). At least 3 years experience with administrative, or office management responsibilities.
- 5). Excellent computer skills to include knowledge of the Internet, standard word processing, and spreadsheet applications.
- 6). Good communications skills are key to this administrative assistant position, in particular in the appropriate handling of visitors.
- 7). The ability to work well with others and to handle large amounts of detail.

8). Incumbent should be skilled in information management.

SELECTION PROCESS:

After an initial screening, qualified candidates will be invited for an oral and written assessment, followed by an interview.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider issues such as conflict of interest, nepotism and budget in determining successful candidacy.
2. Currently employed AEFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
3. When equally qualified, American family members (AEFM's) of Mission employees who are also US Veterans will be given first preference.
4. If applicable to the position, successful candidate **must** be able to obtain the required security clearance.

TO APPLY:

Interested candidates for this position should submit the following:

- Application for Federal Employment (SF-171 or OF-612); **or**
- A current resume or curriculum vitae that provides the same information as an OF-612;
- Documentation (e.g., essays, certificates, awards, copies of degrees earned) that address the minimum requirements of the position as listed above.
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- A phone number for further contact.

A completed Embassy application form and/or résumé should be received by the Human Resources Office at the American Embassy Nouakchott.

SUBMIT APPLICATION TO:

Human Resources Office
P.O. Box: 222
American Embassy Nouakchott
Tel: **525-2660**

POINT OF CONTACT:

Human Resources Office
Telephone: **525-2660 ext: 4475 or 4534 or 4488**
Fax: **525-1592**

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;

- Spouse or dependent that is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad;
- and
- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

ONLY THOSE WHOSE APPLICATIONS HAVE BEEN TAKEN INTO CONSIDERATION WILL BE CONTACTED FOR INTERVIEW AND/OR TEST.

CLOSING DATE FOR THIS POSITION: Indefinite

An Equal Opportunity Employer

The US Mission in Nouakchott provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: HR:AFall;Cleared: HR:MHankins
Approved: MGT:JPina